

Position Description

Position title	Medication Endorsed Enrolled Nurse (MEEN)
Reporting to	Registered Nurse
Number of reports	N/A
Facility	Maculata Place/ Banksia Lodge/ Mooroopna Place
External contacts	GP's, Allied Health Professionals and Visitors
Internal contacts	Care Staff, Department Managers and Maintenance Staff
Date	April 2026

Shepparton Retirement Villages (SRV)

Shepparton Retirement Villages (SRV) is a non-for-profit community-based organisation that was founded by the Rotary Club of Shepparton back in 1968. Since that time SRV has become the largest provider of aged care services in the Shepparton region.

SRV is responsible for the delivery of care across 286 residential aged care beds, 272 independent living units and 26 aged care packages. Services are delivered across 3 campuses; however, our care packages are delivered across Shepparton and the region. The 3 campuses are:

Rodney Park: Mooroopna, 3629	Kialla Gardens: Kialla, 3631	Tarcoola: Shepparton, 3630
• Mooroopna Place: 101 bed residential aged care facility • 93 Independent Living Units	• Banksia Lodge: 65 bed aging in place residential care facility • 109 Independent Living Units	• Maculata Place: 120 bed residential care facility • 70 Independent Living Units • Support at Home Program • Administration office

Organisational Values

The incumbent must incorporate the values of Shepparton Villages into daily practices in relation to all activities that is you:

1. **Choice** – encourage and promote individual choice and independence
2. **Respect** – Everyone is unique, we listen and demonstrate care and compassion in everything we do
3. **Care** – we care and continuously improve what we do
4. **Passion** – we love what we do and encourage creativity and diversity
5. **Teamwork** – we work together and support others

Role Statement

This position involves delivering professional care efficiently and effectively to residents, in consultation with them, their representatives, and the multidisciplinary team, while ensuring that care is provided according to best practices. It's crucial to provide appropriate and timely documentation that meets regulatory requirements.

All these tasks should be completed in line with the mission, values, policy and procedures of SRV and relevant legislation.

Key Accountabilities

The key responsibility to be executed for this role is as outlined below:

- 1. Promotes and implements individualised, resident focused care that reflects the person values and beliefs.**
 - Promotes an individualised resident focused approach on all activities and behaviours.
 - Involves the resident in their care.
 - See the resident as a person and treats them as an individual.
 - Include resident's beliefs and values in care plan.
 - Activities are resident focused based on input from residents.
 - Structures in place to ensure resident confidentiality are maintained at all times.
- 2. Provide clinical leadership in the provision of best practice care in the facility**
 - Monitor resident's physical emotional and behavioral status. Recognize changes in resident's condition and report concerns
 - Contribute to the assessment and care planning process, documentation and evaluation of outcomes
 - In consultation with the Registered Nurse administer medications in accordance with policy, procedure and legislation
 - Liaise with medical officers and other health practitioners regarding resident management
 - To provide a complete and comprehensive handover to oncoming staff
- 3. Demonstrate a commitment to ongoing professional development and education**
 - Develop and maintain a professional approach to personal work performance.
 - Develop goals for improved work efficiency and efficacy to produce positive resident outcomes in workplaces.
 - Recognise the importance and necessity for ongoing professional education.
 - Develop and practice self-evaluation in regard to nursing skills and delivery of resident care
 - To support the concept of personal professional development, education and performance appraisal.
- 4. Care activities and required documentation**
 - Providing residents with social and emotional support
 - Giving/receiving a clinical handover to staff
 - Directing Carers in the provision of direct care
 - Assisting individual residents with mobility
 - Assisting individual residents with nutrition and hydration
 - Assessing and managing resident wounds
 - Assessing and managing resident pressure care
 - Assessing and managing resident continence issues
 - Assessing and assisting residents with ADLs
 - Dealing with Residents/representatives, developing solutions, monitoring and reporting
 - Reviewing residents, completing assessments, documenting action required

- Developing care strategies, liaising with the team, and documenting action required
 - Documenting
- 5. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.**
- Complete incident reports
 - Elect and support health and safety representatives
 - Contribute to risk assessments
 - Participate in training and meetings regarding safety
- 6. Comply with Aged Care Code of Conduct**
- 7. Adheres to all Health and Safety requirements for self, colleagues and residents**
- Responsible for implementing and monitoring agreed psychosocial risk controls in their teams, addressing issues early, and escalating unresolved risks in line with organisational and with the OHS 2004 (Vic) and the OHS (Psychological Health) Regulations (Vic).
- 8. Use resources efficiently and effectively**
- 9. Be an effective team member, work collaboratively with others to capture resident's needs.**
- 10. Meet the needs of the organisation, residents and staff**

Key Selection Criteria

Qualifications:

- Diploma in Nursing – holding a current registration certificate with the Australian Health Practitioner Regulation Agency (AHPRA)

Essential skills and experience:

- A high level of clinical knowledge and experience (e.g. able to guide PCWs)
- The ability to problem-solve complex issues related to both clinical and staff and know when is appropriate to escalate
- A good understanding and ability to interpret AN-ACC, continuous improvement, risk management and Health and Safety
- A demonstrable working knowledge of the Aged Care Act and accreditation requirements
- An ability to utilise computer medical records
- A high level of verbal, written and interpersonal communication skills

Desirable skills:

- Recent experience working within a residential aged care setting
- Qualifications / Experience in aged care / Gerontology
- Preferably having completed a Graduate Enrolled Nurse Program

Personal attributes:

- An ability to work independently and is self-motivated
- Ability to organise work in a systematic, accurate and timely manner and be flexible in a changing environment and ability to adapt to the needs of the shift
- Demonstrate strong teamwork and leadership abilities while consistently upholding SRV's values.

Additional information:

- NDIS checks are required prior to employment and periodically during employment
- All employees are required to have obtained a minimum of three COVID vaccinations or must be able to provide medical exemption documentation
- Hours to be worked may include afterhours on weekdays, weekends and public holidays
- Working across all sites is an expectation of this position
- The probationary period for this position is 6 months

Other relevant information:

- *Annex 1: Inherent Position Requirements*

I acknowledge:

- That I have read and fully understand this Position Description
- I agree that I have the ability to fulfil the inherent requirements of the position and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I agree that I will participate in a performance review six months after appointment and thereafter every two years with my manager
- I will be required to work in accordance with Shepparton Villages Values and Behaviours, Code of Conduct and policies and procedures
- Shepparton Villages may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

PRINT Name: _____

Signature: _____ Date: _____

Annex 1: Inherent Position Requirements

Shepparton Villages has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. This role may require the following tasks among other things

	Tasks – delete all not applicable to role	Occasionally (1 - 33%)	Frequently (34 - 66%)	Very frequently (67 - 100%)
Physical	Assisting residents to reposition, transfer and ambulate		✓	
	Standing and walking			✓
	Bending, kneeling, squatting, crouching		✓	
	Tasks involving manual dexterity		✓	
	Tasks involving pushing and pulling		✓	
	Lifting and carrying objects (as per our minimal lift policy)		✓	
	Computer work		✓	
	Sitting for extended periods	✓		
	Neck flexion/extension and rotation		✓	
	Climbing stairs, ladders	✓		
	Driving motor vehicles/machinery			
	Working standing/walking for extended periods			✓

	Walking over uneven surfaces	✓		
	Handling unstable objects or people		✓	
	Exposure to vibration			
Psychosocial	Dealing with distressed staff, residents, families and visitors		✓	
	Working with residents with cognitive impairments and associated behaviours		✓	
	Working with residents at their end of their life		✓	
	Requirement to meet urgent timelines		✓	
	Exposure to distressing situations		✓	
Environmental	Exposure to chemical hazards – dust, gases, fumes, liquids, hazardous substances eg, cytotoxic medication			
	Working in confined spaces			
	Working in temperature extremes and exposure to outdoor elements, e.g. cool rooms and working outdoors			
	Slippery or uneven surfaces			
	Biological hazards – body fluids, bacteria, infectious diseases		✓	

Annex 2: Medication Endorsed Enrolled Nurse Scope of Practice

The Enrolled Nurse works under the direction and supervision of a Registered Nurse, in line with Nursing and Midwifery Board of Australia requirements.

Key Responsibilities

- Contribute to clinical and psychosocial assessments
- Deliver care that supports physical and emotional wellbeing
- Monitor and report changes in mood, behaviour, or cognition
- Provide reassurance and support to residents experiencing anxiety, confusion, or distress
- Administer medications (if medication-endorsed)
- Assist in implementing behaviour support plans
- Maintain accurate documentation, including behavioural observations

Accountability

- Accountable for own practice within delegated role
- Must recognise and escalate psychological or behavioural concerns
- Work within competence, education, and authorisation

Delegation and Supervision Framework

- The RN retains overall accountability for holistic care, including psychological wellbeing
- Delegation must consider:
 - Competence of staff
 - Complexity of clinical and behavioural needs
 - Resident's cognitive and emotional state
- ENs and Care Workers must:
 - Escalate behavioural or psychological concerns promptly
 - Work within delegated authority and care plans

Guiding Principles

All roles must:

- Deliver person-centred, trauma-informed care
- Promote psychological safety and emotional wellbeing
- Respect dignity, identity, and cultural needs
- Recognise the importance of mental health, social connection, and quality of life
- Adhere to restrictive practice regulations and least restrictive principles
- Participate in continuous improvement and education